

Kobuk Activity Report

Margaret Hansen, LGS/RUBA, Kotzebue Regional Office

General Information:

Provided on site assistance and training to the new utility manager and city administrator on their FY01 budget, financial reports and close out their Alaska Native Health Board (ANHB) grant. In addition Margaret Hansen, LGS/RUBA, traveled with the consultant Wilson & Wilson who provided Quick Books Pro training to all staff paid for by their ANHB grant. This trip was originally scheduled in March but because the administrator had to leave for emergency medical treatment, it was postponed. With the turnover again with the city clerk position, we decided to utilize Quick Books Pro for payroll and tax reporting. Sandra Wilson worked with the utility manager in correcting her formulas and worked with me during the evenings to correct their monthly report to the council on revenues.

During this quarter Margaret Hansen also provided assistance via fax and telephone determining who owns the old Snow Go repair shop that the Kobuk Search and Rescue is receiving rent for from PHS. I noted that the city has covered it under their insurance all these years so I coordinated with Michael Cushing on obtaining accurate information. We found out that the city received an EDA grant in 1979 to build the building so I provided the City with that grant information and reminded them that they must follow their land disposal ordinance if they are to dispose of it. I also provided assistance and coordinated with DOT and PHS engineer on the first bridge repair that needs to get done. I drafted a resolution for the council to consider asking for DOT assistance on it. We also wrote a letter to DEC regarding a local store owner using a 2000 gallon tank to sell gas and stove oil. Residents noted spillage occurring and since they have well water, they was some concern to look into regulations governing them.

Observations and Recommendations:

Finances — The city utilizes the previous utility manager to assist them with accounting since they have had problems keeping on a city clerk. They are current with monthly financial reports except for capital matching grants which Margaret reviewed with the administrator. They also reviewed the draft audit report for FY99 and made minor changes. The administrator should have it done mid-July.

Accounting Systems — They are utilizing QuickBooks Pro to do payroll which should save them time and money. Margaret also trained the previous utility manager and NANA Human Resource Specialist with city staff so they can all help each other as needed.

Tax Problems — None.

Personnel System — This task in workplan needs to be complete this next trip. Hopefully they will have hired a long term city clerk.

Organizational Management — This needs to be complete when personnel policies and job descriptions are revised.

Leadership/Governance — Receiving personnel policy training is their priority which is scheduled next trip.

Operation of Utility — The city has hired two alternates to get more residents trained on the operation of their new water/sewer system. They have agreed to change over from coin operated washer/dryers to tokens since somehow they are not receiving all the revenue from them.

Ranking

1 = Inadequate

4 = Adequate to meet minimum requirements

7 = Exceeds requirements

Category	1	4	7
Finances			X
Accounting Systems			X
Tax Problems			X
Personnel System		X	
Organizational Management		X	
Leadership/Governance		X	
Operation of Utility			X